

SHELTON STATE COMMUNITY COLLEGE LIBRARY  
MEMORANDUM

TO: Arthur Howington  
Hugh Kynard  
Ted Spring  
Tom Umphrey  
David Cantrell, Chairperson, Subcommittee on the Library  
Library Faculty/Staff  
Joy Jones, Chair, Self-Study Subcommittee on the Library

FROM: Debbie Grimes

RE: 1991-92 Library Annual Report

DATE: December 1, 1992

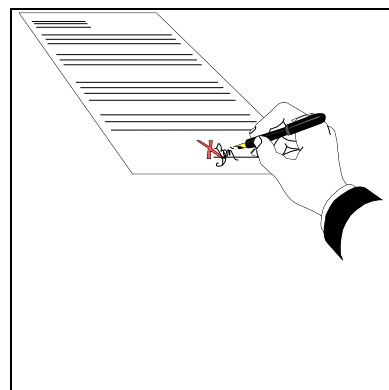
Attached is a copy of the 1991-92 Annual Report of the Library. As you can see, this is not the same as the unit annual report submitted to Dean Howington as part of the planning/ evaluation process. It is, instead, a narrative account of the activities of the Library during 1991-92, and it includes annual statistical information. Please let me know if you need to have any of this information clarified.

PLEASE NOTE: This report covers fiscal year 1991-92, beginning October 1.

# **SHELTON STATE COMMUNITY COLLEGE**

## **LIBRARY ANNUAL REPORT**

**1991-1992**



This report summarizes the activities and progress of the Library and states its goals for 1992-1993.

### **GOALS 1991-1992**

#### 1. Generic Nursing Program collection development

The generic nursing program was not implemented until Winter Quarter 1991. This collection development project was tied to the allocation of funds, which was not approved. A request was made to the SSCC Foundation, but no response was given. Consequently, this goal was not achieved.

#### 2. Revision of LBS 101 objectives

The objectives for LBS 101 were revised and the library skills program in ENG 092 was eliminated. As a credit-bearing course, LBS 101 required additional time and staffing, which required the elimination of the ENG 092 program. Basic competencies for LBS 101 were specified as those for entrance to ENG 101. In addition, policies on change of grade and withdrawal from LBS 101 were developed and approved by Dean Howington. Copies of these objectives and policies have been distributed to all LBS 101 instructors and are on file in the office of the Director of Library Services and the Dean of Academic Services.

#### 3. Collection development

The collection development plan for 1991-92 called for weeding and selection in the Junior College Library reference collection. An extensive review of holdings was conducted, dated materials were removed from the collection, and new titles were selected. In some cases, new editions were acquired. Standard selection tools were used. The collection development plan for the Technical Library included addition of titles as requested by faculty and further development of the career information collection.

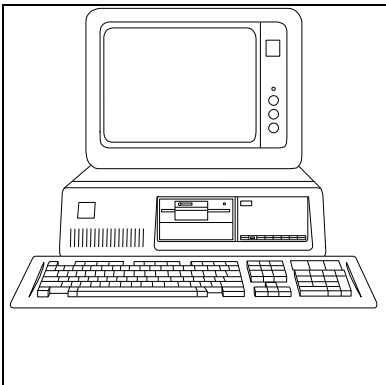
In addition, an intern from the UA School of Library and Information Studies conducted an analysis of the collection needed to support the new course in world literature. In general the collection was found to be more than adequate for most authors listed on the syllabus; suggestions were made for titles to be added to support selected authors.

#### 4. Biannual periodicals review

The biannual periodicals review was conducted during Spring Quarter 1992. A number of comparisons are included in the report, which is on file in the office of the Director:

- Longitudinal comparisons of numbers of subscriptions,  
1978--1991
- Rankings of top three two-year college libraries in  
Alabama (No. subscriptions, no. volumes, no. micro-  
film subscriptions, and expenditures), 1989-90
- ACRL/AECT recommendations for number of subscriptions
- Comparison of total expenditures at Shelton State for  
periodicals (plus notes) 1981, 1987, 1991, 1992  
budget request
- Increases in expenditures 1981/1991, 1987/1992

In general, the comparisons indicated that Shelton State's library has shown very little increase in the number of subscriptions over the past ten years. A total of 37 responses was received from faculty members on both campuses regarding their recommendations for deletions and additions. Four titles were added (effective 1/93) at the Technical Library and 11 titles were added (effective 1/93) at the Junior College Library. Two titles were deleted at the Technical Library, while 7 titles were deleted at the Junior College Library. The total amount of deletions was \$552.75 and the total amount of additions was \$457.17.



#### 5. Library automation

A funding request was made for library automation but denied for FY 1991-92.

#### 6. Library materials for foreign students

Introductory exercises for LBS 101 were adapted for use with foreign students enrolled in ENG 101. Emphasis was placed on locating sources of information on the student's home country. Because only a few students were involved, no follow-up evaluation was conducted. In addition, classes for foreign students also include U.S. students.

#### 7. Bulletin boards/pathfinders/handouts

One "cultural diversity" bulletin board was prepared by the SLIS intern and updated to show information on countries from which Shelton State's foreign students have come. A pathfinder on world literature was also prepared by the SLIS intern, duplicated, and made available with the other handouts in the Junior College Library.

#### 8. Colegio Internacional de Caracas

The Director revised previous recommendations regarding library services and collections for the CIC in Caracas. The Director spoke with the new librarian and program liaison at the CIC. New recommendations were made and are on file in the offices of the Dean of Academic Services and the Director. A number of textbooks were shipped to the CIC from Shelton State for use in the CIC library. Continuation of Shelton State's connection with CIC has been considered dubious for the past few months; consequently, no evaluative measures have been applied.

#### 9. Disaster/emergency policies and procedures

Disaster and emergency plans were developed by the Director, with input from the Library faculty and staff. These plans were circulated directly to the Library faculty and staff and included in the August 1992 revision of Library Policies, with each faculty/staff member receiving a copy.

#### 10. Recycling program

A library recycling program was researched, developed, and implemented as of February 1992. Special containers were purchased and signage was used to encourage library users to separate trash from recyclable materials.

In addition, library faculty/staff members were given recycling containers to attach to their office wastepaper baskets. A copy of the program guidelines is included in the revised Library Policies handbook. The Maintenance Department was assigned the responsibility of picking up, storing, and transporting recyclable materials to the recycling center. Unfortunately, Tuscaloosa's recycling center closed and was reorganized in late summer 1992. At that time, the Maintenance Department stopped taking materials. Although the recycling center was reopened under new management shortly after it closed, the college has not resumed taking materials to the center.

#### 11. BiblioNews

The office copier was removed from the library in 1991. As a result, costs for printing increased and funds were not available to continue to produce BiblioNews for circulation among faculty and staff. However, at the suggestion of the Dean of Academic Services, the Faculty Newsletter was used to communicate library information to faculty on each campus. A number of announcements were included in the Faculty Newsletter throughout the remainder of the year. Copies of these are on file in the office of the Director. Topics included the following:

LBS 101 success at UA libraries	Changes in subscriptions
Library acquisitions plans	UA graduate student intern
Library recycling program	Make-up test file changes
Reserve circulation	Aids for visually-impaired
Newspaper use in classroom teaching	
Automation news	
UA's Kate Ragsdale's presentation on library buildings	
Best Sellers	

### BUDGET AND INCOME

The 1991-92 budget originally totaled \$106,158.19 (excluding salaries). However, 1991-92 was an unusual budget year, with quite a few changes being made as unspent funds from remaining years were identified by the Business Office and released for use in 1991-92, chiefly in the accounts for books and periodicals. Some of the "found" money was used to initiate CD-ROM database subscriptions and to buy related hardware. A total of \$123,183.24 was spent through the library budget for 1991-92. Funds remaining in the budget during the late spring and summer quarters were transferred to the Dean of Academic Services.

Income was generated by the Library (both campuses) through the following categories for 1991-92:

Both libraries--Payment for lost books	\$ 535.58
Jr. College Library--Overdue fines	423.43
Tech. Library--Overdue fines	50.20
Jr. College Microfilm/transparency copies	328.72
Jr.College Library--Copier receipts	18,375.81
Tech. Library--Copier receipts	2,000.85
Both libraries--Patron cards	15.00
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<b>TOTAL INCOME FOR 1991-92</b>	<b>\$21,729.59</b>

The increase of \$6,062.13, or 39%, can be attributed primarily to the increase in copy machine charges from 5 cents to 10 cents, as determined by the Business Office.

A direct/indirect cost analysis prepared by the Business Office for Fall, Winter, and Spring quarters of 1991-92 reflects a profit margin of

**\$77,015.88** generated by enrollment of 1980 students in LBS 101. In addition, 292 students were enrolled in LBS 101 during the preceding summer (but no cost analysis information is available for this quarter). The sale of Library Guides used by students in LBS 101 also generated a small income for the college.

**Total known income generated by the Library for 1991-92 was \$98,745.47.**

#### LIBRARY HOLDINGS

The charts given below summarize library acquisitions and total holdings for 1991-92. The following figures reflect weeding in selected subject areas, particularly in the Reference collections, which were the focus of collection development.

#### HOLDINGS AS OF SEPTEMBER 30, 1992

Category	No. Added	No. Withdrawn	Cumulative Total
Jr. College Library CLASSIFIED BOOKS	1,296	204	33,214
Tech. Library CLASSIFIED BOOKS	303	38	2,532
Tech. Library UNCLASSIFIED BOOKS	53	0	1,060
<b>TOTAL BOOKS</b>	<b>1,652</b>	<b>242</b>	<b>36,806</b>

Jr. College Library AUDIOVISUALS	25	67	1,885
Tech. Library AUDIOVISUALS	32	0	2,263
<b>TOTAL AUDIOVISUALS</b>	<b>57</b>	<b>67</b>	<b>4,148</b>

Jr. College Library PERIODICAL SUBSCRIPTIONS	297
Technical Library PERIODICAL SUBSCRIPTIONS	82
<b>TOTAL PERIODICAL SUBSCRIPTIONS</b>	<b>379</b>

**Jr. College Library Periodical Subscriptions on Microfilm = 142**  
**Jr. College Library Reels of Microfilm = 3,071**

# COMPARATIVE HOLDINGS STATISTICS

Increase in book holdings	1979/80--1989/90	165%
	1984/85--1989/90	12%
	1990/91--1991/92	3%
Increase in AV holdings	1979/80--1989/90	330%
	1984/85--1989/90	22%
	1990/91--1991/92	0%
Increase in periodical subs.	1979/80--1989/90	50%
	1984/85--1989/90	5%
	1990/91--1991/92	4%

**COMMENTS:** As illustrated in the comparative statistics above, increases in collection size have slowed down considerably. This is due to weeding of older materials, theft of materials, and failure of students to return borrowed books, price increases, and budget limitations. A particular area of concern is the lack of funds for the purchase of audiovisuals, particularly in occupational/technical areas, where information turnover is high. Better control of circulated materials will be possible when the library is automated.

## TOTAL BOOK HOLDINGS, BOTH LIBRARIES, AS OF 9/30/92

Subject Field	9/30/92 (Ref.+ Circ.)	%	Circulating Collection Only	%
ference, all subjects	6,404	17%	--	--
Circulating, all subjects	29,342	80%	--	--
Unclassified (Tech.Shops)	1,060	3%	--	--
TOTAL ALL BOOKS	36,806	---	--	--
General Works (A,Z)	1,637	4%	254	1%
Anthropology, History (C-G)	6,649	18%	5,812	20%
Education (L)	1,253	3%	1,117	4%
Fine Arts (M-N)	1,748	5%	1,534	5%
Language, Literature (P)	8,614	23%	7,646	26%
Military Science (U-V)	197	1%	179	1%
Philosophy, Religion (B)	1,818	5%	1,649	6%
Political Science, Law (J-K)	1,978	5%	1,228	4%
Science, Medicine (Q-S)	5,843	16%	4,564	16%
Social Sciences (H)	4,826	13%	4,379	15%
Technology (T)	1,183	3%	980	3%
TOTAL (Classified Only)	35,746		29,342	

**COMMENTS:** A new collection development plan will be developed in 1992-93 in order to address collection skewing indicated above.

### **CIRCULATION**

Total circulation statistics for both print and non-print materials for 1991-92 are as follows:

Junior College Library	9,897 items
Technical Library	2,757 items
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<b>TOTAL CIRCULATION BOTH LIBRARIES</b>	<b>12,644 items</b>

In addition, reserve circulation records were recorded on both campuses; results are indicated below:

#### Junior College Library Reserve Circulation, 1991-92

Fall Quarter 1991 (beginning 10/15/91)	2,250
Winter Quarter 1991-92	3,783
Spring Quarter 1992	2,984
Summer Quarter 1992	1,972
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TOTAL RESERVE CIRCULATION (JCL)	10,987

#### Technical Library Reserve Circulation, 1991-92

Total, beginning February 1992	1,766
<b>TOTAL RESERVE CIRCULATION, BOTH LIBS.</b>	<b>12,753</b>

**TOTAL CIRCULATION, INCLUDING RESERVES, BOTH LIBRARIES, 1991-92=**  
**25,397**

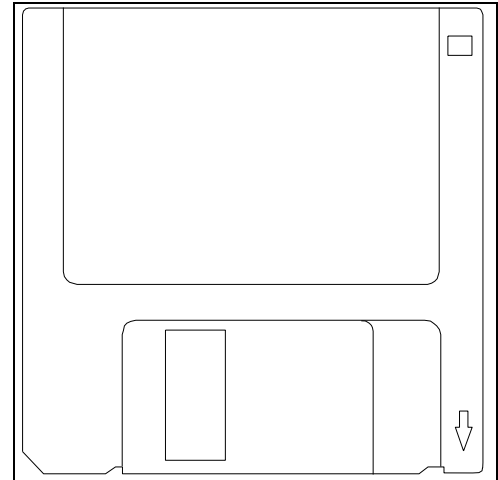
At present, it is difficult to compare circulation records over time. Recording methods change, and causes for fluctuation in circulation cannot be accounted for. The use of an automated system will eliminate most of these problems.

Based on a total FTE of 3,925 for Fall Quarter 1991 enrollment, per capita TOTAL circulation for 1991-92 was 6.47. Circulation statistics, it should be noted, reflect use by faculty, staff, and members of the community.



## **LIBRARY SERVICES**

The art exhibition schedule was continued for 1991-92, featuring six exhibits. A copy of the exhibit schedule is attached.



In order to extend library services through more advanced technology, a CD-ROM database was requisitioned for each campus library. SIRS Combined Series was acquired for the Junior College Library, providing indexing and full-text articles from a number of magazines, including some not included in Shelton State subscriptions. [Note: This system is not yet operational due to several hardware problems. 11/29/92] The database selected for the Technical Library was not ready for subscription and was cancelled. However, a trial subscription to NY Times OnDisc was accepted at the Junior College Library and the decision was made to renew this subscription and move it to the Technical Library in January 1993.

Changes were made by the Technical Services Specialist in maintenance of the Junior College Library make-up test file. A log was developed to help monitor access to the file and to provide circulation statistics. A total of 419 make-up tests were recorded in the file, beginning March 1992, with an average montly circulation of 52 tests.

The Junior College Library Audioviusal Office began recording the number of student I.D.'s made during the year, showing the following statistics: 413 total number of I.D.'s made (beginning February 1992); average of 46 I.D.'s made per month.

Librarian Sully Cochrane participated in meetings to establish FREENET, a community wide information network that is being developed to provide free public information. Those participating include: University of Alabama, Tuscaloosa Public Library, UA School of Library and Information Studies, West Alabama Chamber of Commerce, West Alabama Planning and Development Council, Tuscaloosa City Schools, Tuscaloosa County Schools, and CHOM. The organization will be seeking grant funds for program development and implementation. This project is in its initial stage and

will be further developed during 1993.

### **ADMINISTRATIVE ACTIVITIES**

Debbie Grimes, Director of Library Services, was elected First Vice-President/President-Elect of the Alabama Library Association. She began meeting with the Ala.L.A. Executive Council and other committees in the summer of 1992.

The third attempt to secure a Title IID grant for the Alabama Two-Year College Library Network was rejected.

The Subcommittee on the Library was not active for most of 1991-92; in fact, it was not appointed until the late spring of 1992. However, specific subcommittee guidelines were developed during the Summer Quarter 1992 and have been incorporated into the new Library Policies book.

Library Policies were updated and revised during the summer of 1992. All policies were reviewed and discussed with library faculty/staff, were distributed to administrators for their review and approval, and were made available to the Subcommittee on the Library for its comments. The policies were approved as revised and copies of the new policy manual were distributed to all library faculty/staff members. New sections of the policy manual include the following:

- Security
- Safety and Disaster Plans
- Recycling
- Individualized Services (for Persons with Disabilities)
- Leasing Library Materials
- Library Evaluation and Effectiveness

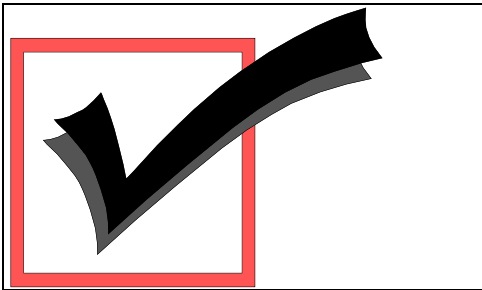
A Library Building Program was developed for use in planning the new campus. Library faculty/staff meetings were held to discuss plans, and Kate Ragsdale, UA Libraries Planning Officer met with the library faculty/staff to make suggestions and discuss the building planning process. The resulting document followed the outline of the building program for the new UA Business Library, adapted for Shelton State. A draft copy of the document was made available for faculty review on both campuses during the Summer Quarter 1992. However, no specific responses were given on either campus.

A monthly review program, which involves regular meetings between the Director and each library faculty/staff member, was initiated in January 1992 and carried out through June 1992. The program was interrupted because the Director did not work full-time during the Summer Quarter 1992; it will

be reinstated Fall Semester 1992.

Effective Fall 1992, the college changed to the semester system. The initial impact of this change is seen in increased student and use of the library, especially on Mondays, Wednesdays, and Fridays, when class turnover is on an hourly basis. The full impact of this major college change cannot be determined until later.

In response to a request from David Brennan, Director of Tuscaloosa Public Library, a proposal was developed to cooperatively offer public branch library services on the new campus. This proposal was discussed with the Library faculty/staff and with Division Chairpersons. A copy is on file in the office of the Director. Accompanying the proposal is a needs assessment on South Tuscaloosa County prepared by Librarian Sully Cochrane.



## **LIBRARY EVALUATION**

The annual library evaluation was conducted during the Spring Quarter 1992. A total of 103 students and 45 faculty members from both campuses returned completed surveys. General satisfaction was expressed by both students and faculty with current library services. A copy of results is on file in the Director's office.

In addition to the annual opinion survey, a use study was conducted during the month of May, in which library users were asked to complete a form to describe their success/satisfaction in using the library for that day. 158 responses were received, with the greatest percentage of use in studying, using the copier, and looking for magazines or newspapers (in rank order). The lowest success ratings were in looking for books, asking reference questions, and using the library for "other" activities. These areas were identified as targets for improving library instruction in the fall.

When asked how easy the library was to use, responses were very positive, with 84% rating it easy to very easy (64% rating it very easy). When asked how satisfied users were with their visits, responses were also good, with 91% giving a satisfied to very satisfied rating (54% rating very satisfied).

A copy of the results of this success/satisfaction study is on file in the office of the Director.

In addition, more specific measures of library effectiveness were outlined in the new Library Policies manual.

#### GOALS FOR 1992-1993

1. The library collection development plan will be revised and updated.
2. A needs assessment will be conducted to determine the needs library/media needs of off-campus sites and of the Alabama State Fire College and Water/Wastewater Treatment Center programs.
3. A theft detection system will be researched and a proposal for selecting and implementing a system will be developed.
4. The library will select, acquire, and install an integrated online library automation system with cataloging, PAC, circulation, reserve, and E-mail functions. If possible, both libraries will be automated; if not, the Junior College Library will be automated, with plans for automating the Technical Library detailed for 1993-94.

